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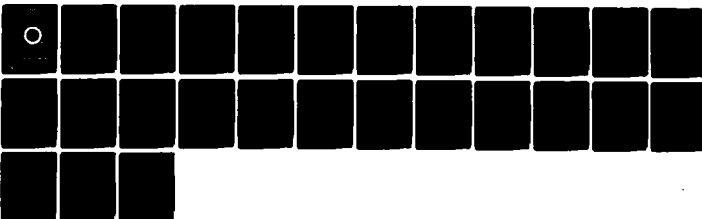
MARINE CORPS WASHINGTON DC  
SUPPLY ADMINISTRATION AND OPERATIONS TASK ANALYSIS.(U)  
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**LEVEL II**

**SUPPLY ADMINISTRATION AND OPERATIONS  
TASK ANALYSIS**

AD A088383

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Date: Sept '78

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**HEADQUARTERS, U.S. MARINE CORPS**

**OFFICE OF MANPOWER UTILIZATION**

**QUANTICO, VIRGINIA, 22134**

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UNITED STATES MARINE CORPS

TASK ANALYSIS PROGRAM

QUESTIONNAIRE BOOKLET

INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTERVIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, ON THE INFORMATION YOU PROVIDE. YOUR INDIVIDUAL RESPONSES WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE, PLEASE BE AS STRAIGHTFORWARD, ACCURATE AND FRANK AS POSSIBLE. ALL RESPONSES SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE FIVE PARTS TO THE QUESTIONNAIRE:

- PART I BACKGROUND INFORMATION SECTION
- PART II TASK SECTION
- PART III JOB SATISFACTION/DISSATISFACTION SECTION
- PART IV WRITE-IN SECTION
- PART V REMARKS SECTION

1

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## **GENERAL INSTRUCTIONS**

- 1. READ ALL INSTRUCTIONS CAREFULLY.**
- 2. USE ONLY THE PENCIL PRESENTED TO YOU BY THE QUESTIONNAIRE ADMINISTRATOR TO MARK YOUR RESPONSE. DO NOT USE A PEN OR COLORED PENCIL.**
- 3. MARK ONLY THE RESPONSE BOXES AND CIRCLES IN THE FIRST 3 SECTIONS OF THE RESPONSE BOOKLET.**
- 4. IF IT IS NECESSARY TO CHANGE A RESPONSE, BE SURE TO ERASE IT COMPLETELY.**
- 5. YOU WILL BE GIVEN AS MUCH TIME AS YOU NEED TO COMPLETE THIS TASK SURVEY QUESTIONNAIRE.**
- 6. DO NOT FOLD OR CREASE THE RESPONSE BOOKLET.**
- 7. ASK YOUR SURVEY ADMINISTRATOR IF YOU HAVE ANY QUESTIONS REGARDING THE TASK BOOKLET OR THE CODED ANSWER BOOKLET.**

**NOW TURN TO PAGE 3 OF THIS QUESTIONNAIRE BOOKLET FOR INSTRUCTIONS ON HOW TO COMPLETE PART I.**

**PART I - BACKGROUND INFORMATION SECTION**

**INSTRUCTIONS FOR COMPLETING PART I OF THE RESPONSE BOOKLET:**

QUESTIONS IN THIS SECTION REQUIRE YOU TO BLACKOUT THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

**E X A M P L E S**

2            SEX  
  
MALE            1  
FEMALE          2

18. DO YOU HAVE A MILITARY  
DRIVERS LICENSE.

YES          1  
NO            2

**EXAMPLE MOS (3215)**

6. PRIMARY MOS  
0    0    0    0  
1    1    1    1  
2    2    2    2  
3    3    3    3  
4    4    4    4  
5    5    5    5  
6    6    6    6  
7    7    7    7  
8    8    8    8  
9    9    9    9

NOW, TURN TO PAGE 1 (PART I - BACKGROUND INFORMATION SECTION) IN THE RESPONSE BOOKLET AND BEGIN FILLING IN RESPONSES TO QUESTIONS 1 TO 13. QUESTIONS 14, 16, 17 AND 18 ARE LISTED ON THE FOLLOWING PAGES. QUESTION 15 HAS BEEN OMITTED. PLEASE RESPOND TO EACH QUESTION.

NOTE: THE FOLLOWING CORRESPONDS WITH QUESTION 14 IN THE RESPONSE BOOKLET.

14. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS: (SELECT ONLY ONE)

- 001. ACCOUNTING CLERK
- 002. ANALYST
- 003. ASSISTANT BASE CENTRAL WAREHOUSE MANAGER
- 004. ASSISTANT COLLECTION
- 005. ASSISTANT MATERIAL CONTROL NCCIC
- 006. ASSISTANT PROPERTY NCO/C
- 007. ASSISTANT SUPPLY CHIEF
- 008. ASSISTANT SUPPLY OPERATIONS CHIEF
- 009. AUDIT CLERK
- 010. AVIATION FISCAL MAN
- 011. AVIATION LOGISTICS PLANS NCO
- 012. AVIATION SUPPLY CHIEF
- 013. AVIATION SUPPLY CLERK
- 014. AVIATION SUPPLY/FISCAL CLERK
- 015. AVIATION SUPPLY MAN
- 016. AVIATION SUPPLY MANAGEMENT ASSISTANT/TRAINING NCOIC
- 017. AVIATION SUPPLY SPECIALIST
- 018. AWAITING PARTS EXPEDITOR
- 019. BACHELOR OFFICER/BACHELOR ENLISTED QUARTERS ASSISTANT
- 020. BACHELOR OFFICER/BACHELOR ENLISTED ATTENDANT
- 021. BATTALION SUPPLY CHIEF
- 022. CAMP PROPERTY CHIEF
- 023. CASHIER
- 024. COMPONENT CONTROL UNIT CLERK
- 025. CHAPLAINS ASSISTANT
- 026. CHECKERS
- 027. CLOTHING CHIEF
- 028. CLERK/DRIVER
- 029. COMMISSARY STOREKEEPER MAN
- 030. COMMISSARY SUPPLY CLERK
- 031. COMPANY NCO
- 032. COST ANALYSIS CLERK
- 033. COUNTER/QUALITY CONTROL
- 034. DELIVERY DRIVER
- 035. DISTRIBUTION CLERK
- 036. DOCUMENT CONTROL CLERK
- 037. DRIVER
- 038. EDUCATION/NUCLEAR BIOLOGICAL CHEMICAL NCO
- 039. ELECTRONICS STOCKMAN
- 040. ELECTRONICS SUPPLY CLERK
- 041. EXPEDITOR
- 042. FISCAL DATA NCO
- 043. GENERAL SUPPLYMAN
- 044. GENERAL WAREHOUSEMAN

045. GENERAL WAREHOUSEMAN/DRIVER  
046. GROUP SUPPLY CHIEF  
047. HEAD  
048. HELD EXPEDITOR  
049. INVENTORY CHIEF  
050. INVENTORY CLERK  
051. INITIAL PROVISIONS CHIEF  
052. INPUT/OUTPUT CHIEF  
053. INPUT/OUTPUT CONTROLLER  
054. INSPECTOR  
055. INSUR/PROJ ISSUE POINT CLERK  
~~056. INVENTORY CHIEF~~  
~~057. INVENTORY CLERK~~  
058. INVENTORY MAN  
059. INVENTORY/SPACE CONTROL  
060. INVENTORY TEAM NCO  
061. LOCATOR  
062. LOCATOR NCO  
063. MAINTENANCE MANAGEMENT CLERK (MIMMS)  
064. MANAGEMENT TEAM INSPECTOR  
065. MATERIAL CHIEF  
066. MATERIAL CLERK/PEB  
067. MATERIAL CONTROL MAN  
068. MATERIAL CONTROL NCOIC  
069. MARINE CORPS PROPERTY NCOIC  
070. MARINE CORPS PROPERTY CHIEF  
071. MARINE CORPS SUPPLY CHIEF  
072. MARINE CORPS SUPPLY MANAGEMENT ASSISTANT/TRAINING NCOIC  
073. MECHANICAL REQUISITIONS CLERK  
074. MEMBER  
075. MANAGED ON THE JOB TRAINING INSTRUCTOR  
076. MT/CEO/HVEQ ISSUE POINT  
077. NCOIC  
078. NCOIC BLANK FORMS  
079. NCOIC BACHELOR OFFICERS QUARTERS  
080. NCOIC ENERGY RESOURCES CONSERVATION  
081. NCOIC/IMRL CHIEF  
082. NCOIC KEY PUNCH UNIT  
083. NCOIC RECEIVING CONTROL  
084. NCOIC SUPPLY SECTION  
085. NCOIC WOMEN MARINE BACHELOR ENLISTED QUARTERS  
086. NFE EXPEDITOR  
087. OPERATIONS CHIEF  
088. OPERATIONS CHIEF/JIMES COORDINATOR  
089. OPS/SAT MANPOWER/SUPPLY MAN  
090. OPERATIONS/SUPPLY MAN  
091. PACKAGING SPECIALIST  
092. PLANS/OPERATIONS CHIEF  
093. PLATOON SERGEANT

094. PEB EXPEDITOR  
 095. POLICE NCO/SUPPLY ADMINISTRATIVE CHIEF  
 096. POLICE AND PROPERTY MAN  
 097. POLICE AND PROPERTY NCO  
 098. PRESERVATION SPECIALIST  
 099. PROCESS CLERK  
 100. PROCESS PLANNER  
 101. PROCUREMENT SUPPLY ANALYST  
 102. PROCUREMENT/SUPPLY CHIEF  
 103. PROCUREMENT SUPPLY MAN  
 104. PROCUREMENT SUPPLY MAN/MARES  
 105. PRODUCTION CONTROL NCC  
 106. PROPERTY MAN  
 107. PROPERTY CHIEF  
 108. PROPERTY CONTROL NCC  
 109. PROPERTY NCO/DRIVER  
 110. PROPERTY NCO  
 111. PROPERTY NCO/SUPPLY ADMINISTRATION MAN  
 112. PROPERTY MAN/DRIVER  
 113. PROPERTY/SPECIAL EQUIPMENT NCO  
 114. PACKAGING, PRESERVATION, PROTECTION (PP&P) MAN  
 115. PP&P MAN/DRIVER  
 116. PP&P TECHNICIAN  
 117. PROCESS CLERK  
 118. PUBLICATIONS LIBRARIAN  
 119. QUALITY CONTROL NCC  
 120. QUARTERS FURNITURE NCCIC  
 120. ~~RATION~~ CLERK  
 121. RATION SUPPLY CHIEF  
 122. RECLAMATION/SALVAGE CHIEF  
 123. RECORDER  
 124. RECORDER/DRIVER  
 125. RECORDS CLERK  
 126. RECORDS MANAGEMENT CHIEF  
 127. RECORDS STATISTICS NCC  
 128. REQUISITION EXPEDITOR  
 129. RESEARCH ANALYST  
 130. RESEARCH CLERK  
 131. RATIONS RECEIPT/FOOD SERVICES  
 132. SCHEDULING CLERK  
 133. SECTION CHIEF  
 134. SECTION LEADER  
 135. SELF SERVICE CENTER MANAGER  
 136. SELF SERVICE CENTER CLERK  
 137. SHOP CHIEF  
 138. SHOP STORES NCO  
 139. SPECIAL PROJECTS CLERK  
 140. SQUAD LEADER  
 141. SHIPPING/RECEIVING CLERK



142. SUPPLY SCREENING UNIT CLERK  
143. STOCK CONTROL CHIEF  
144. STOCK CONTROL CLERK  
145. STOCK CONTROL SUPERVISOR  
146. STOCKMAN  
147. STOCK REVIEWERS  
148. STORAGE NCO  
149. STOREROOM MAN  
150. STOREROOM/SUBSISTENCE  
151. SUBSISTENCE CHIEF  
152. SUBSISTENCE NCO  
153. SUBSISTENCE STORES CLERK  
154. SUBSISTENCE SUPPLY CHIEF  
155. SUBSISTENCE SUPPLY MAN  
156. SUPPLY ACCOUNTING CLERK  
157. SUPPLY ADMINISTRATIVE CONTROL  
158. SUPPLY ADMINISTRATIVE CHIEF  
159. SUPPLY ADMINISTRATIVE CHIEF/ANALYST  
160. SUPPLY ADMINISTRATIVE CLERK  
161. SUPPLY ADMINISTRATIVE MAN  
162. SUPPLY ADMINISTRATIVE MAN/ANALYST  
163. SUPPLY ADMINISTRATIVE MAN/DRIVER  
164. SUPPLY ADMINISTRATIVE/OPERATIONS CHIEF  
165. SUPPLY ADMINISTRATIVE MAN/STATISTICS  
166. SUPPLY ADMINISTRATIVE/OPERATIONS MAN  
167. SUPPLY CHIEF  
168. SUPPLY COORDINATOR  
169. SUPPLY CLERK  
170. SUPPLY CLERK/CONTROLLED ITEMS  
171. SUPPLY CLERK/DRIVER  
172. SUPPLY DISPATCHER  
173. SUPPLY/FISCAL CHIEF  
174. SUPPLY/LOGISTICS CHIEF  
175. SUPPLY MAN  
176. SUPPLY NCOIC  
177. SUPPLY OPERATIONS CHIEF  
178. SUPPLY/PROPERTY CLERK  
179. SUPPLY RECORDS CLERK  
180. SUPPLY SERVICES CHIEF  
181. SUPPLY SERVICE SECTION NCOIC  
182. SUPPLY SUPPORT COORDINATOR  
183. SUPPLY SYSTEMS ANALYST  
184. SUPPLY WAREHOUSEMAN  
185. SUPPLY ADMINISTRATION MAN  
186. SUPPORT ADMINISTRATION OPERATIONS CHIEF  
187. TEAM CHIEF  
188. TEAM LEADER/NCOIC  
189. TECHNICAL DATA LIBRARY CLERK  
190. TECHNICAL EDIT CLERK

- 191. TEST EVALUATION CLERK
- 192. TCOL ROOM NCO
- 193. UNIT HEAD
- 194. UNIT STOCKMAN
- 195. UNIVAC 1500 LOGISTICS COMPUTER OPERATOR
- 196. WAREHOUSE CHIEF
- 197. WAREHOUSEMAN/DRIVER
- 198. WAREHOUSE/EQUIPMENT OPERATOR
- 199. WAREHOUSEMAN
- 200. WAREHOUSE MANAGEMENT NCOIC
- 201. WAREHOUSE NCO
- 202. WAREHOUSE SUPERVISOR
- 203. WAREHOUSE SUPPLY CHIEF
- 204. WEAPONS SECURITY GUARD
- 205. WING SUPPLY CHIEF
- 206. WING SUPPLY CHIEF CLERK
- 207. 1050 OPERATOR

16. INDICATE THE PERCENT OF TIME SPENT HANDLING FLAMMABLE/HAZARDOUS MATERIALS.

- |                  |            |              |
|------------------|------------|--------------|
| 01. LESS THAN 5% | 04. 16-25% | 07. 76-90%   |
| 02. 5-10%        | 05. 26-50% | 08. OVER 90% |
| 03. 11-15%       | 06. 51-75% |              |

17. WHAT IS THE TOTAL TIME IN MONTHS OF YOUR EXPERIENCE WITH SASSY?

18. DO YOU DRIVE A MILITARY VEHICLE IN THE PERFORMANCE OF YOUR DUTIES?

NOTE: QUESTIONS 19 THROUGH 38 DO NOT APPLY. YOU HAVE NOW COMPLETED PART I. PLEASE WAIT FOR YOUR ADMINISTRATOR TO PROVIDE FURTHER INSTRUCTIONS BEFORE CONTINUING.

## PART II - TASK SECTION

### INSTRUCTIONS FOR COMPLETING PART II OF THE RESPONSE BOOKLET:

READ THROUGH THE ENTIRE TASK SECTION OF THIS QUESTIONNAIRE AND FILL IN THE CIRCLE UNDER THE TASK DONE COLUMN, IN THE RESPONSE BOOKLET, FOR EACH TASK STATEMENT WHICH YOU ACTUALLY PERFORM NOW IN YOUR BILLET. DO NOT FILL IN THE CIRCLES FOR TASKS THAT YOU DO NOT PERFORM. DO NOT BLACKEN THE NUMBERS TO THE RIGHT OF THE CIRCLES AT THIS TIME. SEPARATE INSTRUCTIONS WILL FOLLOW FOR THAT PART OF THE QUESTIONNAIRE AFTER YOU HAVE COMPLETED MARKING THE TASKS THAT YOU DO.

### E X A M P L E

QUESTIONNAIRE BOOKLET			RESPONSE BOOKLET										
			TASK DONE										
0001	TASK	0	0	0	0	1	1	2	3	4	5	6	7
0012	TASK	0	0	0	1	2	1	2	3	4	5	6	7
0035	TASK	0	0	0	3	5	1	2	3	4	5	6	7

THE LIST OF BILLET MOS RELATED TASKS BEGINS ON THE NEXT PAGE.

1. ASSIGN SCHOOL QUOTAS TO UNITS/SECTIONS
2. APPROVE PERSONNEL TO FILL SCHOOL QUOTAS
3. DETERMINE ACTION SECTION ON INCOMING CORRESPONDENCE/  
MESSAGES
- ~~4. ESTABLISH/UPDATE ADMINISTRATIVE FILES SUCH AS CORRESPONDENCE  
MESSAGES, AND ORDERS~~
5. EVALUATE SUPPLY ADMINISTRATIVE TRAINING PROGRAM
6. EVALUATE WAREHOUSE TRAINING PROGRAM
7. MICROFILM CORRESPONDENCE AND PUBLICATIONS
8. OPERATE OFFICE MACHINES SUCH AS TYPEWRITERS AND ADDING  
MACHINES
9. OPERATE KEYPUNCH
10. PREPARE CORRESPONDENCE SUCH AS LETTERS, AND ENDORSEMENTS
11. PREPARE/UPDATE CLAIM FORMS
12. PREPARE/UPDATE SECURITY PROCEDURES FOR SUPPLIES
13. RECEIPT FOR CLASSIFIED MATERIAL
14. RESEARCH STATUS OF INVESTIGATIONS
15. REVIEW CORRESPONDENCE SUCH AS LETTERS, ENDORSEMENTS, AND  
MESSAGES FOR ACCURACY AND CONTENT
16. REVIEW INVESTIGATIONS/SURVEYS FOR ACCURACY AND CONTENT
17. SCHEDULE TRAINING CLASSES
18. VERIFY SECURITY EFFECTIVENESS
19. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF OPERATOR'S  
MAINTENANCE OF OFFICE MACHINES
20. DISPOSE OF RECORDS/FILES
21. ESTABLISH/UPDATE ADMINISTRATIVE FILES SUCH AS CORRESPONDENCE  
MESSAGES, AND ORDERS

22. ESTABLISH/UPDATE PROOF OF DELIVERY, PLANT ACCOUNT, AND MICROFICHE FILES
23. ESTABLISH/UPDATE NOTICE OF DELEGATION OF AUTHORITY, AND DINING FACILITY ACCOUNT CARD FILES
24. ESTABLISH/UPDATE LIBRARY OF VENDOR CATALOGS/PRICE LISTS
25. ESTABLISH/UPDATE LISTS OF DEBARRED/SUSPENDED VENDORS
26. ESTABLISH/UPDATE LOCATOR FILES SUCH AS YLL AND YLD FILES
27. ESTABLISH/UPDATE PROCUREMENT LIBRARY
28. ESTABLISH/UPDATE FILE OF CHARGEABLE REQUISITIONS
29. ESTABLISH/UPDATE INPUT HISTORY FILE
30. ESTABLISH/UPDATE PURCHASE AND DELIVERY FILES
31. ESTABLISH/UPDATE REGISTER OF VOUCHERS
32. ESTABLISH/UPDATE THE FILE OF OPERATING INSTRUCTIONS FOR THE COMPUTER AND ASSOCIATED EQUIPMENT
33. FILE FEDERAL SUPPLY SCHEDULES
34. PREPARE CLOSE-OUT FILES
35. UPDATE BID INFORMATION FILES
36. ARRANGE STORE
37. ASSEMBLE FIELD DINING FACILITIES
38. BUILD/ASSEMBLE STORAGE FRAMES/RACKS/BINS
39. CHART COMMISSARY TRAFFIC PATTERNS
40. CHECK PERSONNEL FOR IDENTIFICATION CARDS
41. COMPUTE NET STORAGE SPACE
42. CORRECT SAFETY VIOLATIONS
43. DESIGN STORE LAYOUT
44. DETERMINE WAREHOUSE LAYOUT

45. ESTABLISH A RODENT/PEST CONTROL PROGRAM
46. FUMIGATE THE STORAGE AREAS
47. INSPECT DRY STORAGE AREA FOR PROPER TEMPERATURES
48. INSPECT FACILITIES FOR RODENT/PEST CONTROL
49. INSPECT FACILITIES/PROCEDURES FOR SAFETY
50. MARK STORAGE AREAS
51. INSPECT REFRIGERATION UNITS FOR PROPER TEMPERATURE
52. PREPARE PLANOGRAPH
53. PREPARE PLANOGRAPH OVERLAY
54. PREPARE WAREHOUSE PLANNING WORK SHEET
55. SANITIZE STORAGE AREA
56. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF COMMISSARY SALES STORE OPERATIONS
57. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF WAREHOUSE/MATERIAL HANDLING EQUIPMENT SAFETY
58. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF WAREHOUSE LAYOUT
59. ASSIGN COST TO PACKAGING, PRESERVATION, AND PROTECTION (PP&P) WORK PERFORMED
60. CLOSE ABSTRACT OF CHARGE SALES
61. COLLECT CASH FOR THE U. S. GOVERNMENT
62. COMPUTE COST TO FEED IN A DINING FACILITY
63. COMPUTE MONEY VALUE OF SUPPLIES
64. DEPOSIT MONEY AT DISBURSING
65. DETERMINE IMPACT OF BUDGET CHANGES
66. ESTABLISH/UPDATE MONETARY LEDGERS
67. ESTABLISH/UPDATE REQUISITION/OPERATIONAL TARGET (OPTAR) LOG

68. ESCORT MONEY TO DISBURSING
69. POST CASH RECEIPTS TO REPORT OF DEPOSITS
70. POST CHARGE SALES DATA TO ABSTRACT OF CHARGE SALES
71. PREPARE BUDGET
72. PREPARE CUMULATIVE ABSTRACT OF REIMBURSABLE ISSUES
73. PREPARE INTRACOMMISSARY TRANSFER ABSTRACTS
74. PREPARE INVENTORY ADJUSTMENT MONETARY ACCOUNT
75. PREPARE BUDGET INCREASE WITH JUSTIFICATION
76. PREPARE STATEMENT OF REIMBURSABLE ISSUE
77. PREPARE SUMMARY OF DAILY FUND RECEIPTS
78. PRICE COMMISSARY STOCK
79. RECORD CASH PAYMENT OF MEALS
80. REVIEW BUDGETS FOR CORRECTNESS AND ACCURACY
81. REVIEW BUDGET INCREASE WITH JUSTIFICATION
82. SELL CLOTHING USING 604 FORMS
83. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF BUDGETING
84. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF FINANCIAL ACCOUNTING
85. SUPERVISE PERSONNEL COLLECTING MONEY
86. SUPERVISE PERSONNEL PREPARING AND MONITORING BUDGETS
87. SUPERVISE PERSONNEL PERFORMING FINANCIAL ACCOUNTING
88. APPROVE/SCREEN BLANKET PURCHASE AGREEMENTS
89. CLOSE OUT PURCHASE ORDERS AND CONTRACTS
90. EXPLAIN PURCHASING PROCEDURES/REGULATIONS TO UNITS/SECTIONS
91. PREPARE ABSTRACT BIDS/QUOTATIONS

92. PREPARE BLANKET PURCHASE AGREEMENTS
93. PREPARE CONTRACT AWARD FORMS
94. PREPARE/DISTRIBUTE CCNTRACTS
95. PREPARE/DISTRIBUTE OPEN PURCHASE CONTRACT ORDERS
96. PREPARE DOCUMENTS FOR OPEN PURCHASE OF SUPPLIES  
AND EQUIPMENT
97. PREPARE MODIFICATION/AMENDMENT OF SOLICITATION
98. PREPARE PUBLIC VOUCHERS
99. PREPARE PURCHASE AND DELIVERY ORDERS
100. PREPARE REQUEST FOR QUOTATIONS
101. RECORD OPEN PURCHASE TRANSACTIONS
102. RESEARCH STATUS OF PURCHASE CRDER
103. REVIEW MODIFICATION/AMENDMENT OF SOLICITATION FOR  
COMPLETENESS AND ACCURACY
104. REVIEW OPEN PURCHASE REQUESTS FOR COMPLETENESS AND ACCURACY
105. REVIEW PROCUREMENT DOCUMENTS FOR COMPLETENESS AND ACCURACY
106. REVIEW PUBLIC VOUCHERS FOR COMPLETENESS AND ACCURACY
107. UPDATE BLANKET PURCHASE AGREEMENT CALL SHEETS
108. UPDATE TRANSMITTAL DOCUMENT OR OPEN PURCHASE DOCUMENTS
109. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PURCHASE
110. DOCUMENT/CONTRACT PREPARATION
111. SUPERVISE PERSONNEL PREPARING PURCHASE DOCUMENTS/CCNTRACTS
112. ADMINISTER COMPLIANCE WITH CCNTRACTS
113. ADMINISTER DELIVERY OF OPEN PURCHASE CRDERS
114. CONFIRM CCNTRACT TERMS SUCH AS DELIVERY DATE, PRICE, AND  
QUANTITY



115. CONSOLIDATE UNIT PURCHASE REQUIREMENTS
116. COORDINATE LIAISON VISITS WITH FIELD CONTRACTING OFFICES/  
CONTRACTORS
117. DETERMINE METHOD OF OPEN PURCHASES
118. DETERMINE MODIFICATIONS/AMENDMENTS OF SOLICITATION  
TO CONTRACTS
119. DETERMINE VENDOR TO RECEIVE AWARD
120. EVALUATE BIDS QUOTATIONS AND PROPOSALS FOR AWARDS
121. EVALUATE CONTRACT PREAWARD SURVEY
122. INSPECT VENDOR CONTRACT PREAWARD SURVEYS
123. NEGOTIATE CONTRACTS/MODIFICATIONS TO CONTRACTS
124. NEGOTIATE POSSIBLE PURCHASING TERMS WITH SALESMAN
125. NOTIFY UNITS TO PICK UP MATERIAL
126. PLAN PURCHASE TRIPS
127. PROVIDE DOCUMENTATION FOR AUTHORIZATION OF SHIPMENT OF  
EQUIPMENT TO CONTRACTOR FOR REPAIR
128. PROVIDE PURCHASING INFORMATION TO VENDORS/CUSTOMERS
129. PURCHASE SUPPLIES WITH IMPREST FUND
130. REQUEST CONTRACT PREAWARD SURVEY
131. VERIFY PROCUREMENT ORDERS FOR COMPLETENESS AND ACCURACY
132. VERIFY VALIDITY OF SUPPLY REQUESTS
133. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PREAWARD  
SURVEY
134. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF ADMINISTERING  
CONTRACTS/OPEN PURCHASE ORDERS
135. SUPERVISE PERSONNEL ADMINISTERING CONTRACTS/OPEN PURCHASE  
ORDERS
136. CANCEL REQUISITIONS

137. COMPUTE COMMISSARY REQUISITION OBJECTIVE
138. CONSOLIDATE REQUISITIONS
139. INFORM CUSTOMER/SHOPS OF REQUISITION STATUS
140. INITIATE TRACER ACTION FOR REQUISITIONS
141. RESEARCH REQUISITIONS
142. RESEARCH STATUS OF REQUISITIONS
143. VALIDATE/UPDATE REQUISITION SUPPLEMENTAL STATUS LISTING (RSSI)
144. VERIFY RECEIPT OF MERCHANDISE
145. VERIFY REQUISITION DATA
146. COMPUTE INVENTORY PERCENTAGE OF A DINING FACILITY
147. COMPUTE UNIT SUPPLY USAGE
148. DETERMINE/ASSIGN STATUS CODES TO ITEMS ON ORDER
149. ESTABLISH/UPDATE A STOCK CONTROL SYSTEM
150. FORECAST SUBSISTENCE CONSUMPTION
151. RECONCILE ACCOUNTS
152. RECONCILE CONTROLLED ITEMS REPORT
153. REVIEW REQUEST FOR SUPPLY ISSUE/TURN IN FOR COMPLETENESS AND ACCURACY
154. VALIDATE DTP LISTING AND BWA SHIPPING MATS (ROLLBACK)
155. VERIFY MARES/FORSTAT INFORMATION
156. VERIFY THAT ALLOWANCE LIST ITEMS ARE ON HAND OR ON ORDER
157. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SUPPLY ACCOUNTING
158. SUPERVISE PERSONNEL PERFORMING SUPPLY ACCOUNTING
159. ANSWER INQUIRIES ABOUT SUPPLY SITUATIONS

160. APPROVE/DISAPPROVE TABLE OF EQUIPMENT (T/E) CHANGES
161. ASSIGN NON SYSTEM NAVY SUPPLY NUMBERS (NSN)
162. COORDINATE ISSUE/RECEIPT OF SUPPLIES WITH WAREHOUSE/TRANSPORTATION PERSONNEL
163. COORDINATE SUPPLY REQUIREMENTS WITH OTHER SERVICES/GOVERNMENT AGENCIES
164. COORDINATE WITH AUTOMATED SERVICES PERSONNEL ON MARK IV PROGRAM REQUIREMENTS
165. DETERMINE REINDUCTION BY EXCEPTION
166. DETERMINE UNITS/SECTIONS SPECIFIED ALLOWANCES
167. DETERMINE MOUNT-OUT SUPPORT REQUIREMENTS FOR UNITS
168. DETERMINE SUBSTITUTE SUPPLIES FOR SUBSISTENCE SUPPLIES
169. ESTABLISH AN AVIATION SUPPLY TRAINING PROGRAM
170. ESTABLISH NSN ON MASTER HEADER FILE
171. ESTABLISH/UPDATE INTERSERVICE SUPPORT AGREEMENTS
172. ESTABLISH/UPDATE MOUNT OUT RECORDS
173. ESTABLISH/UPDATE WAREHOUSE STOCKLIST
174. INSPECT CERTIFICATE OF ISSUE OF CHARGE SALES
175. FILL OUT TACTICAL EQUIPMENT REPAIR ORDERS (TERO'S)/EQUIPMENT REPAIR ORDER'S (ERC'S)
176. POST RECEIPTS TO VOUCHER REGISTER AND GENERAL CONTROL
177. PREPARE CONTROLLED ITEMS REPORT
178. PREPARE DINING FACILITY ACCOUNT CARD
179. PREPARE INPUT DATA FOR SASSY
180. PREPARE INPUT FOR MIMMS
181. PREPARE JOB ORDER NUMBER (JON) CATALOG
182. PREPARE OPERATIONAL TARGET (OPTAR) DOCUMENT TRANSMITTAL REPORTS

183. PREPARE QUARTERLY PRICE LIST
184. PREPARE STOCK DISCREPANCY NOTICE
185. PREPARE/SUBMIT UNSATISFACTORY MATERIAL REPORT
186. PREPARE SUBSISTENCE CONSUMPTION RECORD
187. PREPARE SUBSYSTEMS OPERATIONS ANALYSIS REPORT (SOAR)
188. PREPARE SUPPLY DOCUMENTS SUCH AS REQUISITIONS, INVOICES, AND VOUCHERS
189. PREPARE/UPDATE EXCHANGE/TURN IN DOCUMENTS
190. PREPARE/UPDATE GOVERNMENT BILLS OF LADING
191. PREPARE/UPDATE MAINTENANCE FLCAT RECORDS
192. PREPARE/UPDATE STOCK CONTROL DOCUMENTS
193. PREPARE/UPDATE WAREHOUSE SAFETY SOP
194. PROVIDE PROPERTY DISPOSITION INSTRUCTIONS
195. REVIEW SUBSISTENCE CONSUMPTION RECORD FOR COMPLETENESS AND ACCURACY
196. REVIEW TABLE OF ALLOWANCES/SUPPLY BULLETINS TO UPDATE
197. REQUEST PROPERTY DISPOSITION INSTRUCTIONS
198. REVIEW EXCHANGE/TURN IN DOCUMENTS FOR COMPLETENESS AND ACCURACY
199. REVIEW INPUT TO MIPMS FOR COMPLETENESS AND ACCURACY
200. REVIEW INPUT TO SASSY FOR COMPLETENESS AND ACCURACY
201. REVIEW MOUNT CUT RECORDS FOR COMPLETENESS AND ACCURACY
202. REVIEW SASSY INVENTORY UPDATE FOR COMPLETENESS AND ACCURACY
203. REVIEW STOCK CONTROL DOCUMENTS FOR COMPLETENESS AND ACCURACY
204. REVIEW SUPPLY DOCUMENTS SUCH AS REQUISITIONS, INVOICES, AND VOUCHERS FOR COMPLETENESS AND ACCURACY

- 205. REVIEW SUPPLY PROCEDURES FOR COMPLETENESS AND ACCURACY
- 206. REVIEW OUTPUT FROM MIMMS FOR COMPLETENESS AND ACCURACY
- 207. REVIEW QUARTERLY PRICE LISTS FOR COMPLETENESS AND ACCURACY
- 208. SELECT SUPPLY POINT LOCATION
- 209. UPDATE BASIC DAILY FOOD ALLOWANCE
- 210. UPDATE ALLOWANCE LISTS
- 211. VALIDATE DINING FACILITY ACCOUNT CARD
- 212. VERIFY AUTHORITY TO ISSUE/RECEIVE SUPPLIES
- 213. VERIFY PHRASE CODES
- 214. VERIFY SHIPPING DOCUMENTS RECEIPT INTO ACCOUNTS SECTION
- 215. VERIFY SHOPPING LISTS
- 216. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SUPPLY DOCUMENTS PREPARATION
- 217. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF MIMMS PROCEDURES
- 218. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF ORGANIC SUPPLY PROCEDURES
- 219. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SASSY PROCEDURES
- 220. SUPERVISE PERSONNEL PREPARING SUPPLY DOCUMENTS
- 221. SUPERVISE PERSONNEL PREPARING/REVIEWING SASSY INPUT/OUTPUT
- 222. SUPERVISE PERSONNEL PREPARING/REVIEWING MIMMS INPUT/OUTPUT
- 223. SUPERVISE PERSONNEL PREPARING/REVIEWING ORGANIC SUPPLY INPUT/OUTPUT
- 224. APPLY SUPPLY IDENTIFICATION/LOCATION MARKINGS TO SUPPLIES
- 225. APPLY TACTICAL MARKINGS

- 226. BREAKDOWN BULK SUPPLIES
- 227. BREAKOUT FOOD FOR MEAL PREPARATION
- 228. CERTIFY SUPPLIES AS SPECIAL HANDLING MATERIALS
- 229. CLEAN SUPPLIES/EQUIPMENT
- 230. CONSOLIDATE LOCATIONS OF SUPPLIES
- 231. DETERMINE ACCEPTABLE SUBSTITUTE/INTERCHANGEABLE PARTS FOR SUPPLIES
- 232. DETERMINE REQUIREMENTS FOR RECEIVING/HANDLING SUPPLIES
- 233. DETERMINE STOCK ROTATION
- 234. DETERMINE UNIT/SECTION RESERVE STOCK LEVELS
- 235. DETERMINE STORING/HANDLING REQUIREMENTS FOR RECEIVING/HANDLING SUPPLIES
- 236. DISPOSE OF DAMAGED/DETERIORATED SUPPLIES
- 237. DISPOSE OF NON EXPENDABLE PROPERTY
- 238. DISPOSE OF PERSONAL EFFECTS
- 239. ESTABLISH/UPDATE STORAGE CONTROL PROCEDURES
- 240. EXAMINE SUPPLY ADMINISTRATIVE PROCEDURES FOR EFFICIENCY
- 241. EXAMINE SUPPLY OPERATION PROCEDURES FOR EFFICIENCY DOCUMENTS PREPARATION
- 242. IDENTIFY/LABEL STOCK ITEMS
- 243. INSPECT SUPPLIES FOR SERVICEABILITY/CONTAMINATION AND COMPLETENESS
- 244. LOAD/UNLOAD SUPPLIES
- 245. LIST UNSALEABLE DAMAGED/DETERIORATED SUPPLIES
- 246. MAINTAIN LAYETTES/"A" STOCK
- 247. PAINT SUPPLY ITEMS

- 248. PERFORM OPERATORS CHECKS AND SERVICES ON MATERIAL HANDLING EQUIPMENT
- 249. PERFORM OPERATORS CHECKS/SERVICES ON OFFICE MACHINES
- 250. REPLACE PARTS ON SUPPLIES/EQUIPMENT
- 251. REPORT UNSERVICEABLE/DAMAGED PROPERTY
- 252. REQUEST PREPARATION OF SHIPPING DOCUMENT
- 253. ROTATE STOCK
- 254. STACK SUPPLIES
- 255. STORE PERSONAL EFFECTS
- 256. VERIFY NOMENCLATURE OF SUPPLIES
- 257. VERIFY STOCK IDENTIFICATION LISTS
- 258. VERIFY SUPPLY LOCATIONS
- 259. SUPERVISE PERSONNEL STORING/HANDLING SUPPLIES
- 260. SUPERVISE PERSONNEL PERFORMING RECLAMATION AND SALVAGE DUTIES
- 261. SUPERVISE PERSONNEL DISPOSING OF DAMAGED/DETERIORATED SUPPLIES
- 262. SUPERVISE PERSONNEL PERFORMING OPERATORS CHECKS AND SERVICES ON MATERIAL HANDLING EQUIPMENT
- 263. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SUPPLY STORAGE/HANDLING
- 264. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PROPERTY DISPOSAL
- 265. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF OPERATORS MAINTENANCE OF MATERIAL HANDLING EQUIPMENT
- 266. CHECK INVENTORY LOSS/GAIN CARDS FOR PROPER JUSTIFICATION
- 267. DETERMINE NUMBER OF INVENTORY COUNT TEAMS REQUIRED
- 268. ESTABLISH INVENTORY CONTROL PROCEDURE

- 269. ESTABLISH INVENTORY OBJECTIVES
- 270. INVENTORY COMMISSARY
- 271. INVENTORY CONTROLLED FORMS/ITEMS
- 272. INVENTORY NON CONTROLLED SUPPLIES
- 273. INVENTORY/PACKAGE PERSONAL EFFECTS
- 274. POST INVENTORY ADJUSTMENT
- 275. PREPARE INVENTORY LOSS/GAIN CARDS
- 276. PREPARE INVENTORY SCHEDULES
- 277. PREPARE/UPDATE INVENTORY SHEETS
- 278. RECONCILE INVENTORY DISCREPANCIES
- 279. RECORD INVENTORIES
- 280. REVIEW INVENTORY ADJUSTMENT MONETARY ACCOUNT
- 281. REVIEW INVENTORY SCHEDULES
- 282. REVIEW/VERIFY INVENTORY DISCREPANCIES
- 283. REQUEST ADJUSTMENT TO INVENTORY FOR GAINS/LOSSES
- 284. VALIDATE INVENTORY LOSS/GAIN CARDS
- 285. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF  
INVENTORYING NON CONTROLLED SUPPLIES
- 286. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF  
INVENTORYING CONTROLLED SUPPLIES
- 287. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF  
INVENTORYING PERSONAL EFFECTS
- 288. SUPERVISE PERSONNEL INVENTORYING NON CONTROLLED SUPPLIES
- 289. SUPERVISE PERSONNEL INVENTORYING CONTROLLED SUPPLIES
- 290. SUPERVISE PERSONNEL INVENTORYING PERSONAL EFFECTS
- 291. ASSEMBLE/DISASSEMBLE BOXES, CRATES, OR SHIPPING CONTAINERS



- 292. BUILD BOXES, CRATES, AND SKIDS
- 293. COMPUTE PARCEL SIZE
- 294. CONDUCT CONTAINER TESTS
- 295. DESIGN BOXES, CRATES, AND SKIDS
- 296. DETERMINE CENTER OF BALANCE
- 297. DETERMINE METHOD OF PACKAGING, PRESERVATION, AND PROTECTION (PP&P) TO BE USED
- 298. DETERMINE PACKING REQUIREMENTS
- 299. DETERMINE SIZE AND TYPE OF MOTOR CARRIER EQUIPMENT NEEDED
- 300. DETERMINE SIZE AND TYPE OF RAIL EQUIPMENT NEEDED
- 301. INSPECT SUPPLIES/EQUIPMENT FOR PP&P DISCREPANCIES
- 302. INSTALL/REMOVE BLOCKING OR BRACING
- 303. PACK SUPPLIES
- 304. PALLETIZE SUPPLIES
- 305. PREPARE PACKING LISTS
- 306. PRESERVE SUPPLIES/EQUIPMENT USING PRESERVATIVES SUCH AS LUBRICANTS, PAINT, AND PAPER
- 307. SELECT SHIPPING CONTAINERS
- 308. STRAP/BAND SHIPPING CONTAINERS
- 309. TEST CONTAINERS FOR DURABILITY
- 310. WEIGH SHIPMENTS
- 311. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PACKAGING SUPPLIES
- 312. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PRESERVING SUPPLIES
- 313. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PROTECTING SUPPLIES

- 314. SUPERVISE PERSONNEL PACKAGING SUPPLIES
- 315. SUPERVISE PERSONNEL PRESERVING SUPPLIES
- 316. SUPERVISE PERSONNEL PROTECTING SUPPLIES
- 317. COMPUTE SHIPPING TONNAGE
- 318. DELIVER SUPPLY ITEMS/FREIGHT
- 319. FIT UNIFORMS TO CUSTOMERS
- 320. INSPECT FREIGHT FOR CUSTOMS VIOLATIONS
- 321. INSPECT OUTGOING FREIGHT FOR COMPLETENESS
- 322. ISSUE PERSONAL EFFECTS
- 323. ISSUE SUPPLIES/RATIONS
- 324. MARK SHIPPING CONTAINERS
- 325. PREPARE CUSTOMS DOCUMENTS
- 326. PREPARE SHIPPING DOCUMENTS
- 327. RESOLVE SHIPPING DISCREPANCIES
- 328. REVIEW CUSTOMS DOCUMENTS FOR ACCURACY
- 329. REVIEW SHIPPING DOCUMENTS FOR ACCURACY
- 330. SHIP/MAIL SUPPLIES
- 331. SUPERVISE PERSONNEL ISSUING SUPPLIES
- 332. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF ISSUING SUPPLIES
- 333. ADJUST RECEIPT DISCREPANCIES ON CARRIERS FREIGHT BILL
- 334. COMPUTE STORAGE SPACE REQUIREMENTS
- 335. DIRECT/INSTRUCT INCOMING CARRIERS TO DOCKS
- 336. INVENTORY/RECORD EXCESS SUPPLIES RECEIVED
- 337. RECEIPT FOR INCOMING SUPPLIES

- 338. SORT SUPPLIES
- 339. TALLY INCOMING FREIGHT/SUPPLIES
- 340. UNPACK/UNCRATE SUPPLIES
- 341. VERIFY SHIPMENT QUANTITY
- 342. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF SUPPLY RECEIVING
- 343. SUPERVISE PERSONNEL RECEIVING/SUPPLIES
- 344. ASSEMBLE DOCUMENTATION FOLDERS FOR PROGRAMS
- 345. DISTRIBUTE COMPUTER PRINTOUTS
- 346. ESTABLISH/UPDATE A COMPUTER TAPE LIBRARY
- 347. IDENTIFY/LABEL ALL OUTPUT FROM UNIVAC 1500 COMPUTER SYSTEM
- 348. LOAD COMPUTER PROGRAMS/DATA CARDS
- 349. MAINTAIN COMPUTER SUPPLY SECTION TO SUPPORT COMPUTER OPERATIONS
- 350. OPERATE COMPUTER PRINTER AND CARD READER
- 351. PERFORM OPERATOR'S CHECKS AND SERVICES ON COMPUTER
- 352. PICK UP COMPUTER PRINTOUTS
- 353. PREPARE UNIVAC 1500 COMPUTER SYSTEM FOR OPERATION
- 354. RUN PROGRAMS
- 355. SCHEDULE COMPUTER PROGRAM TIME
- 356. SEQUENCE COMPUTER RUNS
- 357. SORT COMPUTER PRINTOUTS
- 358. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF RUNNING COMPUTER PROGRAMS
- 359. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF COMPUTER SYSTEMS COORDINATING
- 360. SUPERVISE PERSONNEL RUNNING COMPUTER PROGRAMS

- 361. ANALYZE TEST RUNS ON THE UNIVAC 1500 COMPUTER
- 362. BUILD/DRAW SYSTEMS FLOW CHARTS
- 363. CORRECT ERRORS IN WRITTEN PROGRAMS
- 364. DETERMINE REQUIREMENTS FOR MARK IV PROGRAMS
- 365. EVALUATE COMPUTER PROGRAMMING TECHNIQUES
- 366. LOCATE ERRORS IN WRITTEN COMPUTER PROGRAMS
- 367. PREPARE COMPUTER PROGRAM PARAMETERS
- 368. PREPARE MARK IV PROGRAMS
- 369. PREPARE UNIVAC 1500 COMPUTER SYSTEM PROGRAM FROM FLOWCHARTS
- 370. TEST CORRECTIONS IN WRITTEN COMPUTER PROGRAMS
- 371. WRITE SYSTEMS COMPUTER PROGRAMS WITHOUT FLOWCHARTS
- 372. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF COMPUTER SYSTEMS ANALYSIS
- 373. INSTRUCT/TRAIN PERSONNEL IN THE TECHNIQUES OF PREPARING COMPUTER PROGRAMS
- 374. SUPERVISE PERSONNEL PREPARING COMPUTER PROGRAMS
- 375. SUPERVISE PERSONNEL ANALYZING COMPUTER SYSTEMS

NOW THAT YOU HAVE FOUND ALL THE TASKS THAT YOU PERFORM IN YOUR  
PRESENT BILLET AND HAVE FILLED IN THE APPROPRIATE CIRCLES,  
READ THE FOLLOWING INSTRUCTIONS ON HOW TO TIME RATE THE  
TASKS YOU PERFORM.

PART II - TASK SECTION (CONTINUED)

INSTRUCTIONS FOR TIME RATING THE TASKS YOU HAVE INDICATED  
YOU PERFORM

YOU ARE NOW READY TO TIME RATE EACH TASK THAT YOU HAVE MARKED THAT YOU CURRENTLY PERFORM. TO RATE THE RELATIVE AMOUNT OF TIME SPENT ON EACH TASK, YOU MUST FIRST DECIDE HOW MUCH TIME YOU SPEND ON EACH TASK. THEN COMPARE THIS TIME WITH THE AMOUNT OF TIME SPENT ON EACH OF THE OTHER TASKS THAT YOU HAVE CHECKED.

RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED USING THE "SEVEN-POINT" TIME SPENT SCALE SHOWN BELOW.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

REMEMBER, IF YOU SPEND VERY MUCH TIME PERFORMING A PARTICULAR TASK IN COMPARISON TO OTHER TASKS YOU PERFORM, THE TASK SHOULD BE RATED A 7 (VERY MUCH) IN THE RESPONSE BOOKLET. THE FOLLOWING EXAMPLES WILL SHOW YOU HOW TO MARK YOUR RESPONSES. THE FIRST TASK WAS DONE VERY MUCH. THE SECOND TASK WAS NOT CHECKED OR TIME RATED BECAUSE IT WAS NOT PERFORMED. THE THIRD TASK WAS RATED AS BEING PERFORMED BELOW AVERAGE.

# TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

## EXAMPLES

### QUESTION BOOKLET

### RESPONSE BOOKLET

#### TASK DONE

0001	TASK	0	0 0 0 1	1 2 3 4 5 6 7
0012	TASK	0	0 0 1 2	1 2 3 4 5 6 7
0035	TASK	0	0 0 3 5	1 2 3 4 5 6 7

TURN BACK TO PAGE 5 OF THE RESPONSE BOOKLET AND RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED.

AGAIN, DO NOT TIME RATE TASKS YOU DO NOT PERFORM. DO NOT CARKEN MORE THAN ONE NUMBER FOR ANY TASK THAT YOU RATE.

AFTER YOU HAVE COMPLETED PART II YOU MAY CONTINUE ON TO PARTS IV AND V.

**PART IV & V - WRITE-IN/REMARKS SECTIONS**

**INSTRUCTIONS FOR SECTIONS IV AND V OF THE RESPONSE BOOKLET:**

THESE SECTIONS ASK FOR HAND WRITTEN COMMENTS, RECOMMENDATIONS AND SUGGESTIONS ABOUT YOUR TRAINING, MOS, AND JOB. YOU MUST WRITE ON THE TOP OF PAGE 15 YOUR RANK AND BILLET MOS.

HANDWRITTEN COMMENTS AND RECOMMENDATIONS RECEIVED FROM MARINES WHO HAVE PARTICIPATED IN SIMILAR SURVEYS HAVE BEEN EXTREMELY VALUABLE FOR PERSONNEL AND TRAINING MANAGERS. YOUR PARTICIPATION IN PROVIDING "FEEDBACK" TO THE MARINE CORPS ABOUT YOUR TRAINING, YOUR JOB, AND THIS QUESTIONNAIRE IS ENCOURAGED AND GREATLY APPRECIATED.

X X X X X X X X X X X

WHEN YOU HAVE COMPLETED THESE FINAL 2 SECTIONS, RETURN YOUR QUESTIONNAIRE AND RESPONSE BOOKLET TO THE ADMINISTRATOR.

THANK YOU FOR YOUR TIME AND PARTICIPATION IN THIS SURVEY. YOU CAN BE ASSURED THAT THE INFORMATION PROVIDED BY YOU, ALONG WITH YOUR PERSONAL COMMENTS AND RECOMMENDATIONS, WILL BE KEPT CONFIDENTIAL AND WILL BE USED TO IMPROVE THE MANPOWER AND TRAINING ASPECTS OF THE MARINE CORPS.